# Audit Committee Charter PT. Bank Central Asia, Tbk.

#### **Purpose**

The Audit Committee was formed by, and is responsible to, the Board of Commissioners with the purpose of assisting the Board of Commissioners to support the effectiveness of implementation of the oversight/supervision duties and functions on matters related to financial reporting, internal control systems, the implementation of internal and external audits, implementation of good corporate governance (GCG), and compliance with applicable laws and regulations.

#### Reference

The formation of Audit Committee refers to:

- 1. Regulation of the Financial Services Authority No. 1/POJK.03/2019 dated 28 January 2019 concerning Application of Internal Audit Function in Commercial Banks.
- 2. Regulation of the Financial Services Authority No. 55/POJK.03/2016 dated 7 December 2016 concerning the Implementation of Governance for Commercial Banks.
- 3. Circular Letter of the Financial Services Authority No. 13/SEOJK.03/2017 dated 17 March 2017 concerning Implementation of Governance for Commercial Banks.
- 4. Regulation of the Financial Services Authority No. 55/POJK.04/2015 dated 23 December 2015 concerning Establishment and Work Guidelines of Audit Committee.
- Articles of Association of PT Bank Central Asia, Tbk No 125 dated 18
   April 2018 concerning Duties and Responsibilities of Board of Commissioners.

# **Duties and Responsibilities**

In carrying out its function, the Audit Committee has the following duties and responsibilities:

- 1. Provide recommendations to the Board of Commissioners pertaining to the preparation of the audit plan, scope and budget of the Internal Audit Division (DAI);
- 2. Monitor and review the effectiveness BCA's internal audit implementation;
- 3. Evaluate DAI's performance to see if the internal audit function at BCA is adequate and effective, and ensure the DAI upholds integrity in discharging its duties, and provide recommendations to the Board of Commissioners on the DAI annual reward and remuneration for its overall performance;
- 4. Ensure DAI communicates with the Board of Directors, the Board of Commissioners, the external auditor, the Financial Services Authority (OJK) and Central Bank of Indonesia (BI);

# **Duties and Responsibilities**(continuation)

- 5. Ensure DAI works independently;
- 6. Monitor the effectivity and sustainability of GCG implementation.
- 7. Ensure the Board of Directors takes the necessary and immediate actions on the findings by DAI, Public Accountants, and the results of supervision conducted by the OJK and BI.
- 8. Monitoring audit performance by the Public Accounting Firm, on the following aspects:
  - a. Conformity of audit implementation by the Public Accountant Firm to the applicable Audit Standards.
  - b. Conformity of Financial Statements to the applicable Accounting Standards.
  - c. Provide independent opinions in case of disagreements on opinions between the management and the Public Accounting Firm on the services they provide.
- 9. Reviewing financial information to be released by BCA to public and/or authorities, and other financial-related information.
- 10. Reviewing and provide advices/ recommendations to The Board of Commissioners related to the planned material affiliated transaction/related party transaction.
- 11. Provide recommendations based on evaluation results to the Board of Commissioners on the appointment, reappointment, and dismissal or replacement of the Public Accounting Firm (PAF) and/or Public Accountant (PA) who will audit the BCA's financial statements based on independency, the scope of the assignment, and fee for the audit work.
- 12. Provide recommendations to the Board of Commissioners to appoint independent quality assurance from external parties to review DAI.
- 13. Analyzing and report to the Board of Commissioners on any complaints that relate to the BCA's accounting and financial reporting processes.
- 14. Analyze and give advice to the Board of Commissioners on conflicts of interest that may occur at BCA.
- 15. Carry out other tasks relevant to the function of the Audit Committee at the request of the Board of Commissioners.
- 16. Keep the confidentiality of BCA's documents, data, and information.

#### **Authorities**

Performing its duties, the Audit Committee has the authority to carry out the following actions:

- 1. To obtain a report from the head of Internal Audit, covering among other things the Internal Audit work plans, reports on the implementation of the internal audit and the internal audit results report.
- 2. To access documents, data, and information regarding employees, funds, assets, and BCA's resources;
- 3. To communicate with employees, management and parties executing internal audit functions, risk management, and Public Accountants regarding the duties and responsibilities of the Audit Committee.
- 4. If needed, to involve independent parties outside the members of the Audit Committee whose services are required in order to assist the Committee in carrying out its duties;
- 5. Other actions with authority granted by the Board of Commissioners.

# Membership Structure of the Audit Committee

- 1. The Audit Committee is responsible to the Board of Commissioners.
- 2. Membership of the Audit Committee at least consist of:
  - a. Chairman who is also an Independent Commissioner.
  - b. Independent Party with expertise is in finance or accounting and has experience of work (work experience) is in finance, and/or accounting at least 5 (five) years.
  - c. Independent Party with expertise is in law or banking and has experience of work (work experience) is in, and / or banking at least 5 (five) years.
- 3. Independent Commissioner and Independent Party who are members of Audit Committee at least 51% (fifty one per hundred) from the number of audit committee.
- 4. The appointment of members of the Audit Committee is conducted by the Board of Directors based on the Board of Commissioners Meeting Decision and reported to General Meeting of Shareholders.

# Membership Requirements

- 1. The Chairman of the Audit Committee may hold office as a Committee Chairman of only 1 (one) other committee in the Company.
- 2. Audit Committee members who are Independent Parties may hold more than one position as an Independent Party at other Committees in the Company, other Banks, and/or other companies, as long as he/she:
  - a. meets all the required competencies;
  - b. meets the independency criteria;
  - c. is able to keep the Company matters confidential
  - d. observes the applicable code of conduct; and
  - e. Responsibilities as a member of the Committee.

# Membership Requirements (continuation)

- 3. A member of the Audit Committee must have good integrity, character, and moral.
- 4. A member of Audit Committee must have the ability, knowledge, experience in accordance with the field of his job, and able to well communicate.
- 5. A member of the Audit Committee must understand the Financial Statements, the business of the Company as particularly related to services or business activities of the Company, audit processes, and legislation in the field of the Capital Markets as well as other relevant laws and legislations.
- 6. Willing to comply with the Company's Code of ethics and the Audit Committee's Code of Conduct established by the Company.
- 7. Willing to continuously improve competence through education and training.
- 8. A member of Audit Committee at least must have one member whose educational background and expertise is in accounting and/ or finance.
- 9. Did not work in a Public Accounting Firm, Law Firm, Public Appraisal Service Office or other parties that provided assurance services, non-assurance services, appraisal services and/ or other advisory services to the Company within the last 6 (six) months;
- 10. Had not worked or had the authority and responsibility for planning, directing, controlling, or supervising the activities of the Company in the prior 6 (six) months unless as an Independent Commissioner.
- 11. A member of the Audit Committee not a member of a Board of Directors of other Banks.
- 12. A member of the Audit Committee does not have direct or indirect shareholdings in the Company.
- 13. In the case of members of the Audit Committee of BCA acquires shares either directly or indirectly as a result of a legal event, the shares shall be transferred to other parties within a maximum period of 6 (six) months after the shares were acquired.
- 14. Members of the Audit Committee have no affiliation with fellow members of the Board of Commissioners, the Board of Directors or Main Shareholders of BCA.
- 15. Members of the Audit Committee have no business relationship that is either directly or indirectly related to the business activities of BCA.

#### **Term of Office**

The terms of office of the Audit Committee members is the same as members of Board of Commissioners and can be reappointed for the next period.

# Work Mechanism

- 1. Duties and responsibilities of the Audit Committee, among others, are carried out as decided through Audit Committee meetings.
- 2. To ensure that duties are well implemented, the Audit Committee is assisted by a Committee Secretary to perform secretarial duties such as:
  - a. Arranging the schedule of meetings;
  - b. Proposing and contacting interviewees when needed;
  - c. Preparing and distributing invitation and materials for the meetings;
  - d. Preparing and distributing the minutes of meetings;
  - e. Whenever required, the Audit Committee may invite interviewees from members of the Board of Commissioners, Directors, or other internal and external parties of the Main Entity.

#### **Work Hours**

Audit committees are obliged to provide enough time to undertake the task and responsibilities optimally.

# Meetings of the Committee

The Provisions on committee meeting covering:

- 1. Mechanism and decision-making meeting
  - a. Meetings of the Audit Committee are conducted based on the needs of the Company, at least 4 (four) times in 1 (one) year.
  - b. The Audit Committee meetings quorum if attended by at least 51% (fifty one percent) of the number of members, including a Independent Commissioner and the Independent Party.
  - c. Decision-making in the meetings of the Audit Committee is conducted through consensus agreement.
  - d. In the event consensus agreement does not occur, decision-making is carried out based on majority vote.
  - e. Chairman and members of the Audit Committee each have 1 (one)
  - f. All the resolution of the meeting the Audit Committee binding for all members audit committee.

# Meetings of the Committee (continuation)

# 2. Minutes of Meetings

- a. Minutes of meetings shall be made in each the Audit Committee meeting, signed by all members of the Audit Committee who attend, and be well documented.
- b. Differences of opinion (dissenting opinions) that occur in the meeting shall be clearly stated in the minutes of meeting along with the reasons for dissent.
- c. Results of the meetings of the Audit Committee serve as recommendations that can be followed-up by the Board of Commissioners.

#### **Reporting**

- 1. The Audit Committee required preparing the report to the Board of Commissioners over any given task.
- 2. The Audit Committee report on the Implementation and Fundamental Results supervision on a quarterly basis.
- 3. The Audit Committee required preparing the annual report activities of the Audit Committee that is expressed in annual report the Company.
- 4. The company is obliged to convey to the Authority of the Financial Services/OJK information regarding the appointment and dismissed the Audit Committee in a period of at the latest of 2 (two) working days after the appointment or dismissed.
- 5. The Information regarding the appointment and dismissed as referred to in point 4 must contained in the stock exchange website and/or company website.

The handling of complaints/ reports regarding claims about infractions in financial reports

A procedure will be carried out by the Audit Committee when received reports/complaints pertaining to the process of accounting and financial reporting the company.

- 1. Chairman of the Audit Committee will call for Head Division of Internal Audit to conduct the investigation.
- 2. It was necessary, the Board of Commissioners, calling for clarification directly from the Board of Directors or ask recommendation of the Audit Committee to designate investigators independent to make decisions.

#### **Code of Ethics**

The Audit Committee of the Company's Code of Ethics includes the following principles:

# 1. Integrity

Members of the Audit Committee in carrying out his duties and mandatory maintaining integrity which is based by the principle of honesty, justice, wisdom and responsibility.

# 2. Objectivity

Members of the Audit Committee shall perform the duties and responsibilities in a professional manner and independent without the influence of private interests or influence/pressure from any party.

# 3. Confidentiality

- a. Members of the Audit Committee are still abandoned and served again as a member of the Committee, is obligated to maintain the confidentiality of documents, data and information acquired by the Company while serving as members of the Committee, both from internal and external parties and is used only for the purposes of the execution of duty.
- b. Members of the Audit Committee are prohibited from abusing the vital information relating to the Company for personal gain.

# 4. Competence

- a. Carry out his duties professionally and apply the knowledge, skills, and experiences.
- b. Follow the development of laws and regulations as well as other provisions relating to the business activities of the Company.
- c. Maintain professional competence by following developments and best practices in the areas of accounting, auditing, internal control, Good Corporate Governance.

#### Closing

- 1. Audit Committee Charter is effective since the current date of enactment.
- 2. Audit Committee Charter must contain in Company website.
- 3. Audit Committee Charter periodically will be evaluated at regular intervals.